INTERMISSION TERMS AND CONDITIONS

If circumstances arise which cause you to consider intermitting from your course, it is important to discuss them first with your Course Director and/or Academic Director who may be able to offer you guidance and support. For pastoral support please email studentwelfare@ice.cam.ac.uk

To request an intermission, please complete and submit the Intermission Request Form. If you require a copy of this form in an alternative format please contact the Quality Governance team. You may be asked to provide documentary evidence to support your claim.

Applications to intermit will be reviewed by the Head of Human Resources, Governance and Administration and the decision will be communicated to you via your Academic Centre Coordinator.

Intermitting students are required to accept the terms and conditions below:

- You will be required to return to your studies at the point at which you left. If you left part way through a unit it is possible to re-start that unit again upon returning to your studies.

- If you have received permission to intermit, you will be expected to return to study at the first available opportunity. Intermission can be carried forward to the next presentation of the course which is normally one academic year later but may be less frequent. Please contact the Academic Director for further information.

- You would not normally be permitted to intermit from a programme more than twice, and this would be in exceptional circumstances only.

- If you are granted an intermission, course fees must be paid in full for the year — or for the course as a whole if you are taking a two year course— and will be held by ICE towards the course fees due on your return.

- The course fees active at the time of return will apply and any shortfall between payments already made and the fees due at the time of return must be met by you.

- ICE is committed to making every effort to enable you to complete your studies. Although we cannot always guarantee that particular courses will be identical in content or repeated in the same format we will discuss study options with you before you are due to return to your studies to ensure that you are able to complete your course.

- You are obliged to contact your Academic Centre Coordinator to confirm your return to the course at least two months prior to your scheduled return and to request information regarding the payment of any difference in fees.
• Before you return to study you will be offered a meeting with your Course Director who will be able to offer you pastoral support.

• You will be subject to the ICE policies and procedures active at the time of your return.

When you intermit, your access to the Virtual Learning Environment (VLE) for the unit(s) you have completed will be reduced to a read-only status and your access to the unit(s) from which you are intermitting will be suspended until your return to the course, when you will have full access again.

If you are not in a position to return to study at the scheduled return date you may apply for a second intermission, however, a second intermission is rare and would only be granted in exceptional circumstances.